Saskatchewan
Parks and
Renewable
Resources

1990 Program Directory

Saskatchewan Parks and Renewable Resources

Quality Service and Resource Management – Today and for the Future

Deputy's Message

There have been many changes in Parks and Renewable Resources since the first Program Directory came out in July 1988. A department de-amalgamation, branch reorganization and other changes are reflected in this second directory.

The 1990 Program Directory will aid in our top priority and commitment to professional attentive and friendly service. It acts as a referral guide for us to help members of the public get fast and accurate answers when they come in contact with our department. This directory is also an excellent source of information for staff generally. It is an internal document not intended for wide public distribution.

As the saying goes, 'Information is power'. This directory is a powerful tool in delivering quality customer service to Saskatchewan people.

July 1990

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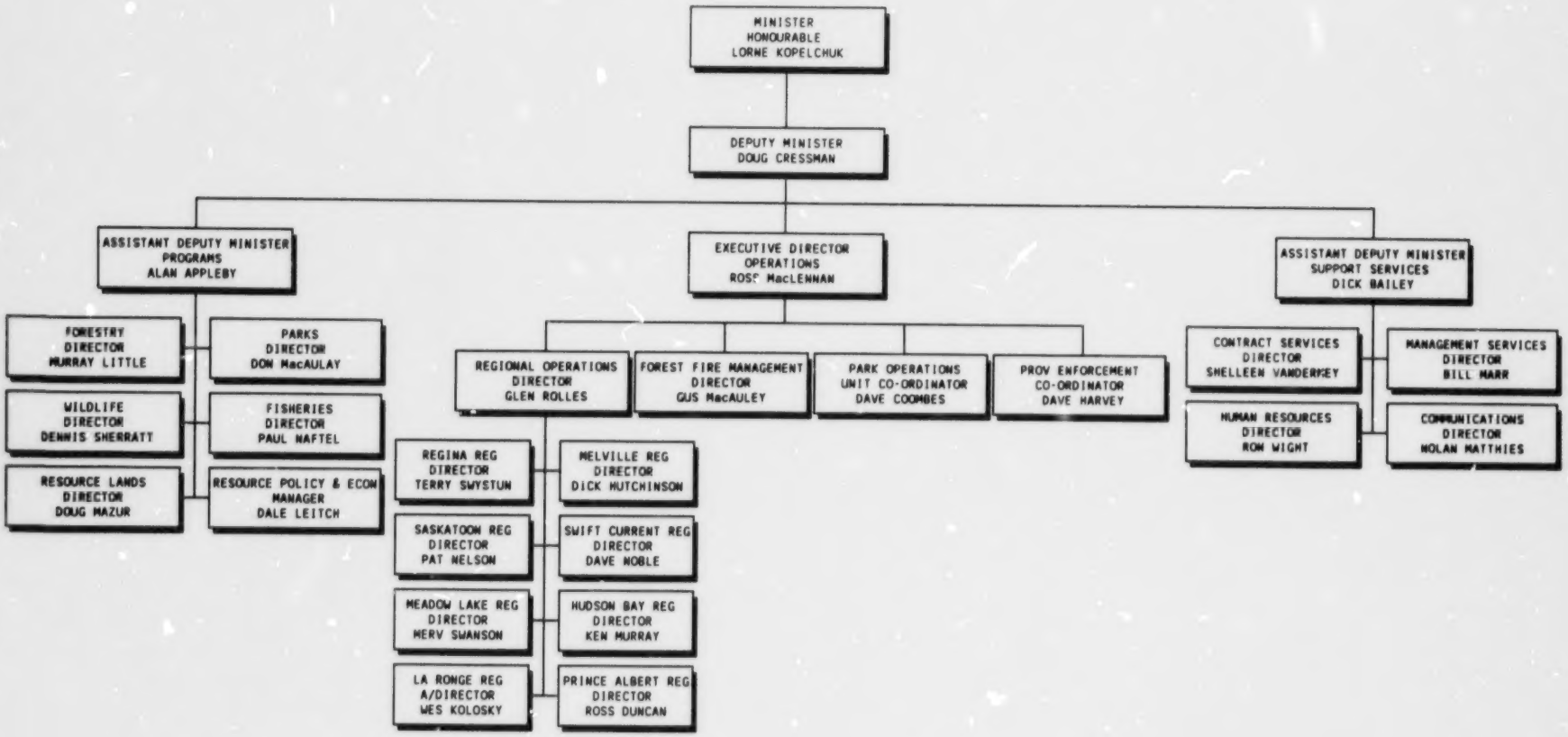
SASKATCHEWAN PARKS AND RENEWABLE RESOURCES

MISSION AND VALUES

- We are entrusted with the care of Saskatchewan's wealth of natural resources - fish, forests, lands, parks and wildlife.
- We ensure these resources are wisely protected and managed for recreation, economic and subsistence use and sustained for future generations.
- We consult and inform the public about our plans and activities. Our service is professional, attentive and friendly.
- We fulfil government expectations reliably and manage public assets prudently.
- We work as a team. Respect and recognition govern employee relations.
- We are proud of what we do. We are innovators and leaders in our field and have a positive impact on the quality of life in Saskatchewan.

PARKS AND RENEWABLE RESOURCES
EXECUTIVE OVERVIEW



GENERAL TELEPHONE DIRECTORY

NOTE: **Information on most Parks and Renewable Resources programs can be obtained by contacting local region or district staff. The telephone numbers in this Program Directory are Regina numbers unless noted otherwise.**

District Offices

Assiniboia	642-4145
Beauval	288-2050
Big River	469-2170
Buffalo Narrows	235-4301
Candle Lake	929-4656
Carrot River	768-2741
Christopher Lake	982-2002
Creighton	688-8205
Cumberland House	888-2077
Dore Lake	832-4503
Estevan	634-0765
Fort Qu'Appelle	332-5615
Glaslyn	342-2112
Green lake	832-2044
Hudson Bay	865-2274
Humboldt	682-2664
Kindersley	463-2940
La Loche	822-2033
La Ronge	425-4254
Lloydminster (403)	825-5751
Loon Lake	837-2092
Lower Fishing Lakes	426-2082
Maple Creek	662-2455
Meadow Lake	236-5681
Melfort	752-5941
Melville	728-4491
Mistatim	889-2161
Moose Jaw	694-3659
Moosomin	435-3144
Nipawin	862-1790
North Battleford	446-7416
Pelican Narrows	632-2101
Pelly	595-2135
Pierceland	839-2002
Pike Lake	668-4792
Pinehouse	884-2060
Porcupine Plain	278-2972
Preeceville	547-2936
Prince Albert	953-2896
Regina	787-8199
Sandy Bay	754-2066
Saskatoon	933-6242
Shaunavon	297-3711
Smeaton	426-2082
Southend Reindeer	758-2177
Spiritwood	883-2306
Stony Rapids	439-2062
Swift Current	778-1521
Wadena	338-2452
Waterhen West	839-2002
Weyakwin	663-5620
Weyburn	842-2344
Wollaston Lake	633-2112
Yorkton	786-1463

Regional Offices

La Ronge	425-4231
Hudson Bay	865-2274
Meadow Lake	236-6815
Melville	728-4491
Prince Albert	953-2899
Regina	787-8440
Saskatoon	933-6242
Swift Current	778-8207

Provincial Parks

The Battlefords	386-2212
Blackstrap	492-2276
Buffalo Pound	694-3660
Candle Lake	929-4656
Clearwater River	822-2033
Crooked Lake	728-4491
Cypress Hills	662-4411
Danielson	857-2155
Douglas	854-2177
Duck Mountain	542-3482
Echo Valley	332-5615
Good Spirit Lake	786-1463
Greenwater Lake	278-2972
Katepwa Point	332-5615
Lac La Ronge	425-4244
Makwa Lake	837-2092
Meadow Lake	236-3382
Moose Mountain	577-2131
Nipawin	426-2082
Pike Lake	668-4792
Rowan's Ravine	725-4423
Saskatchewan Landing	778-8205

PROGRAMS DIVISION

DIVISION HEAD: Alan Appleby
Assistant Deputy Minister
787-5419

INCLUDES:

- Forestry Branch
- Parks Branch
- Wildlife Branch
- Fisheries Branch
- Resource Lands Branch
- Policy and Resource Economics

FORESTRY BRANCH

The role of Forestry Branch is to provide programs for the management of the provincial forest resource, particularly for those productive lands within the Commercial Forest Zone. Programming is directed at attainment of social and economic benefits from a continued timber supply and its wise utilization while recognizing other resource values and uses. The branch is based in Prince Albert.

Director: 953-2486, Prince Albert

Timber Management

Regulates harvesting, allocates timber supply and plans for the long-run, maximization of yield to ensure the availability of timber supply. Administers Forest Management Licence Agreements with major industry. Establishes utilization standards and regulates timber scaling.

Manager, Timber Management: 953-2442, Prince Albert

Long Range Planning

Develops long-term forest management plans with a focus on timber supply.

Manager, Timber Management: 953-2442, Prince Albert

Silviculture

Delivers provincial reforestation programs and provides support for industrial reforestation programs. Provides assistance to the public on tree and shrub insect and disease identification.

Manager, Silviculture: 953-2343, Prince Albert

Forest Inventory

Collects, stores and reports resource data in the form of maps and data summaries. This includes change data collected annually and re-inventory collected on a 15-year cycle.

Manager, Forest Inventory: 953-2247, Prince Albert

Geographic Information System (GIS)

Provides geo-referenced data storage and management of renewable resources, and carries out analysis activities for forestry information. Co-operates with internal and external agencies in integrated resource management.

Manager, Forest Inventory: 953-2247, Prince Albert

Regional Forest Operations

Monitors activities in the forest and enforces the Forest Act. Ensures that all forestry programs and policies are implemented within the appropriate areas of jurisdiction. Provides advice and support to Field Services Division on all forestry matters.

Manager, Regional Forest Operations: 953-2334, Prince Albert

Administration

Supplies the resources to program areas for the achievement of branch objectives, and produces information and brochures for the public.

Manager, Administration: 953-2443, Prince Albert

PARKS BRANCH

Parks Branch is responsible for the establishment of provincial, regional and urban parks, recreation sites and protected areas. It is also responsible for integrating provincial and departmental park concerns, providing management and development direction for park lands, developing new park policy and programs and evaluating park program effectiveness.

Director: 787-2846

Park Management and Development

Develops comprehensive management and development plans for park lands (provincial and regional parks, protected areas, recreation and historic sites) in Saskatchewan. This ensures that park areas represent Saskatchewan's natural, recreational and human heritage resources and provide optimum outdoor recreation potential. Also, detailed planning ensures that parks provide a wide variety and high quality of commercial, recreational and interpretive facilities and services.

Manager: 787-2854

Park Visitor Programs

Develops and co-ordinates/facilitates the implementation and evaluation of park visitor activities ranging through interpretive, recreational, informational and volunteer activities and develops and maintains period exhibits including historic buildings in historic parks and interpretive exhibits in other parks. This ensures visitors are assisted in experiencing and learning about the park resources while assisting in conserving the resources for future park users.

Manager: 787-9573

Regional and Urban Parks Program

Provides financial and technical assistance to the 101 regional parks across the province. This includes grants for capital development and maintenance to the parks and technical assistance in the areas of planning and record keeping. The Regional and Urban Parks Program is also responsible for provincial funding and legislation respecting the four urban parks: Wascana Centre in Regina; Meewasin Valley in Saskatoon; Wakamow Valley in Moose Jaw and Chinook Parkway in Swift Current.

Manager: 787-2897

Canadian Heritage Rivers System

A federal program to recognize rivers and river basins with significant natural and/or historical features. In Saskatchewan, the Clearwater River has been designated a Canadian Heritage River. From time to time, other rivers such as the Churchill may be nominated.

Southern Park Management Specialist: 787-2849

Resource Use on Park Lands

Development and operation of policy and procedures for resource uses in parks, such as grazing, haying, logging, gravel or oil and gas. Ensures consistency with park management plans and zones as well as environmental and user appropriateness. Provides approvals for oil/gas exploration and development, as well as other major extensive uses.

Southern Park Management Specialist: 787-2849
Northern Park Management Specialist: 953-2485, Prince Albert
Resource Management Specialist: 787-2862
Park Management Specialist: 236-6540, Meadow Lake

Park Land Management

Assesses and allocates park lands for resource protection, recreation or other appropriate uses. Response to public and private proposals prepared.

Southern Park Management Specialist: 787-2849
Northern Park Management Specialist: 953-2485, Prince Albert
Park Management Specialist: 933-7940, Saskatoon

WILDLIFE BRANCH

The role of Wildlife Branch is to conserve, develop and manage Saskatchewan's wildlife resource in an effort to enhance the quality of life of consumptive and non-consumptive users.

Director: 787-2309

Firearm Safety/Hunter Education

Provides training in responsible handling of firearms and the principles behind wildlife management regulations to first-time hunters.

Hunter Education Co-ordinator: 787-3017

Project Wild

Provides training to teacher/facilitators in using wildlife-related curriculum supplements via the regular provincial school system, to cultivate wildlife values in young people.

Project Wild Co-ordinator: 787-5242

Fur Schools Program

Provides conservation officers with an education package for delivery to school children. It aims to promote the fur industry in a positive manner.

Fur Administrator: 953-2694, Prince Albert

Trapper Education

Provides voluntary training to the province's trappers on the latest humane trapping techniques and fur handing methods.

Fur Administrator: 953-2694, Prince Albert

Waterfowl Crop Damage Prevention

Designs and implements prevention activities, such as lure crops and bait stations to reduce waterfowl crop depredation in chronic damage areas, under a federal-provincial cost-sharing arrangement.

Program Co-ordinator: 933-5767, Saskatoon

Big Game Damage Prevention

Assists landowners in preventing crop depredation due to big game (deer, elk, black bear) and provides compensation where prevention measures are not successful.

Program Co-ordinator: 787-2888

Predator Control - Livestock Management

Takes specific action to deal with damage caused to livestock by predators.

Supervisor of Landowner Assistance: 787-2886

Game Population Monitoring

Determines the annual population status of provincial game species and the impacts of sport hunting through surveys, check stations, questionnaires, etc.

Contact: Regional Biologist

Threatened and Endangered Species

Uses population monitoring and recovery plans to ensure that no native wildlife species in the province become extinct or decline into jeopardy of extinction (to either threatened or endangered status).

Endangered Species Biologist: 787-2892

Regulation and Allocation of Hunting

Designs upcoming hunting seasons and appropriate regulations and licensing to maximize benefits without depletion of the provincial wildlife resource.

Contact: Regional Biologist

Barren-ground Caribou Project

Co-ordinates all aspects of migratory caribou management in the province as part of a co-operative federal-provincial-territorial board.

Regional Biologist - 425-4237, La Ronge

Fur Administration

Co-ordinates administration of provincial trapper regulation activities.

Fur Administrator: 953-2694, Prince Albert

Critical Wildlife Habitat Protection Act

Administers the designation of critical wildlife habitat lands under the Act and regulations to ensure long-term security of important wildlife populations.

Habitat Biologist: 787-5868

Heritage Marsh Program

Develops and manages some of Saskatchewan's most important marshes for increased waterfowl production and resolution of chronic crop depredation problems in co-operation with Ducks Unlimited Canada, Saskatchewan Wildlife Federation and Saskatchewan Natural History Society.

Supervisor of Habitat: 787-2891

Prairie Pothole Project

Evaluates the utility of financial incentives as a vehicle to secure duck breeding habitat and production on private agricultural lands. It is a co-operative program jointly funded by the department and Wildlife Habitat Canada.

Co-ordinator: 787-2385

Wildlife Development Fund

Acquires and manages prime habitat lands for wildlife production in agricultural portions of the province.

Wildlife Development Fund Administrator: 787-9033

Forest Programs

Provides input on forest management and harvest plans to ensure wildlife production concerns are accommodated and carries out habitat enhancement work.

Forest Projects Biologist: 953-2695, Prince Albert

North American Waterfowl Management Plan (NAWMP)

Seeks to restore continental waterfowl populations through co-operative international funding of breeding habitat securement programs in prairie Canada. As of January 1990, the Saskatchewan Wetland Conservation Corporation officially became responsible for the NAWMP.

General Manager,
Saskatchewan Wetland Conservation Corporation: 787-2309

FISHERIES BRANCH

Fisheries Branch is responsible for the development, evaluation and in some cases the delivery of policies and programs that protect, manage and enhance the fishery resource of the province.

Director: 787-2884

Fish Enhancement

Develops projects to restore degraded fisheries and fish habitat and create new fishing opportunities.

Fish Enhancement Co-ordinator: 953-2869, Prince Albert

Recreational Fisheries

Develops programs and policies at the provincial level to maximize recreational fisheries opportunities. This includes co-ordination and priorization of the provincial recreational fisheries inventory system and the stocking program; evaluation of new species to diversify angling opportunities; development of the Saskatchewan Anglers Guide, Fish Facts, and other recreational fisheries information items.

Recreational Fisheries Co-ordinator: 953-2890, Prince Albert

Aquaculture

Provides assistance on aquaculture development in Saskatchewan. A major role is to provide technical advice and ensure healthy fish stock is available to the industry.

Fish Culture Manager: 352-5995, Fort Qu'Appelle

Commercial Fisheries

In the commercial fisheries area, policy and program development is intended to maximize jobs and economic opportunities for fishermen and ensure Saskatchewan citizens have access to wholesome locally-grown fish.

Commercial Fisheries Co-ordinator: 953-2886, Prince Albert

Fisheries Habitat Management

Identifies and minimizes detrimental effects on fish habitat by evaluation and regulating developments which may affect fish habitat. The program also seeks to rebuild degraded habitats.

Fish Habitat Protection Co-ordinator: 953-2891, Prince Albert

Fish Culture Station

Obtains, raises, and distributes the province's fish stocking needs. The station also accommodates visitors and school groups who wish to view the hatchery operation.

Fish Culture Station Manager: 332-5995, Fort Qu'Appelle

Fisheries Research

Provides the scientific support for program development by studying factors that influence availability of fish.

Fisheries Lab Supervisor: 933-5776, Saskatoon

Regional Fisheries Management

At the regional level, biologists deliver fisheries management programs including inventory and management of fish populations, monitoring and protection of habitat; communicating with the public and regional staff on fisheries programs and policies.

Regional Services Manager: 787-2885
or Regional Fishery Biologist

Information Services

Co-ordinates fisheries information management including the development of data storage and retrieval systems. Monitors the delivery of all fisheries management programs.

Data Centre Manager: 787-7603

Program and Policy Development

Plans programs, policies and legislation to meet the long-range needs of the province's fisheries. This entails assessment of the client's needs and the economic and social benefits generated by Saskatchewan's fisheries. Responsible for the development of a fisheries strategy for the 1990's, integration with other agencies and development fisheries management agreements with Canada and other provinces.

Superintendent of Fisheries: 953-2887, Prince Albert

RESOURCE LANDS BRANCH

The Resource Lands Branch, in co-operation with municipalities, associations, industry, interest groups, individuals and other government departments and agencies, administers the use, disposition and management of Crown resource lands.

Director: 787-7796

Land Use Planning

Develops and administers intensive Crown land management plans including associated resources. It also includes co-ordinating the department's response to land-related referrals submitted by other agencies, the public, business and industry.

Manager of Planning and Allocation: 787-8456

Land Management

Responsible for the formulation and delivery of policy and procedure respecting the allocation, disposition and administration of Crown resource lands. These lands are allocated for recreation, residential, traditional resource, commercial use and growing wild rice.

Manager of Planning and Allocation: 787-8456

Cottage Lots

Develops and maintains an inventory of cottage subdivision sites on Crown resource lands.

Manager of Planning and Allocation: 787-8456

Commercial Recreation

Makes Crown resource land available for private development of commercial recreational opportunities.

Manager of Commercial Properties: 787-8451

Crown Land Administration

Documents approved Crown resource land dispositions and acquisitions.

Manager of Land Registry: 787-8452
Manager of Planning and Allocation: 787-8456

Crown Land Sales

Arrange the sale of certain categories of leased Crown resource land to eligible lessees as well as special lands.

Manager of Land Registry: 787-8452

Outfitters Licensing

Maintains a central registry of licenses and issued by regional offices to control outfitting activities on Crown resource lands and provincial waters.

Manager of Commercial Properties: 787-8451

POLICY AND RESOURCE ECONOMICS

The role of the Policy and Resource Economics Group is to provide a focus in the department for the economic analysis of renewable resource policies, as well as for legislation, cabinet items and federal-provincial agreements. The Group also plays the lead role in the department's involvement in the Provincial Round Table on the Environment and Economy.

Manager: 787-5760

Resource Economics

Develops economic analysis, policies and strategies for renewable resources.

Resource Economist: 787-5254

Legislation

Co-ordinates the development and processing of all legislation, regulations, cabinet decision items, and related matters.

Legislative Officer: 787-2819
Cabinet Liaison Officer: 787-1297

Sustainable Development

Responsible for the department's involvement in the Provincial Round Table on the Environment and Economy.

Supervisor: 787-6868

OPERATIONS DIVISION

DIVISION HEAD: Ross MacLennan
Executive Director
787-9079

INCLUDES:

- Regional Operations
- Enforcement Co-ordinator
- Park Management Co-ordinator
- Forest Fire Management Branch

OPERATIONS DIVISION

Operations Division is responsible for delivering department programs and services to the public. A major portion of activities is the enforcement of resource regulations and the management of parks and recreation areas.

REGIONAL OPERATIONS DIRECTOR: 953-2672, Prince Albert

Regional Offices:

Regina Region
3211 Albert Street
Regina, SK
S4S 5W6
Director: 787-8440

Saskatoon Region
15 Innovation Boulevard
Saskatoon, SK
S7N 2X8
Director: 933-6242

Melville Region
Box 2170
Melville, SK
S0A 2P0
Director: 728-4491

Swift Current Region
350 Cheadle Street West
Swift Current, SK
S9H 4G3
Director: 778-8207

Prince Albert Region
Box 3003, McIntosh Mall
Prince Albert, SK
S6V 6G1
Director: 953-2899

Meadow Lake Region
Box 580
Meadow Lake, SK
S0M 1V0
Director: 236-6815

La Ronge Region
Box 5000
La Ronge, SK
S0J 1L0
Director: 425-4231

Hudson Bay Region
Box 970
Hudson Bay, SK
S0E 0Y0
Director: 865-2274

Enforcement Co-ordination

Turn In Poachers (TIP)

Provides a toll free phone service for the public to report illegal hunting, trapping and fishing activities.

Provincial Enforcement Co-ordinator: 787-3980
Northern Enforcement Specialist: 953-2445, Prince Albert

TIP number, toll free, 24 hours a day: 1-800-667-7561

Park Security

Designed to control violations in provincial parks. Security officers patrol all public areas to ensure that regulations (such as noise and liquor problems) are adhered to.

Contact: Provincial Park or appropriate regional office

Park Management Co-ordination
Park Management Co-ordinator: 787-9068

Park Operation Services

Conducts customer relations services and develops Commercial Revolving Fund policy and procedures for the operation of the provincial parks.

Manager: 787-9068

Maintenance Management

Maintenance management of all department-owned and operated facilities throughout the park system. Activities include co-ordination of maintenance contracts and maintenance management planning.

Maintenance Management Co-ordinator: 787-9118

FOREST FIRE MANAGEMENT BRANCH

Forest Fire Management Branch is responsible for planning and directing the forest fire management programs. Staff of this branch provide policy, legislation, training, research, equipment and central control and dispatch of provincial resources.

Director: 953-2206, Prince Albert

To report a forest fire, call toll free: 1-800-667-9660

Air Attack

Involves the co-ordination of heavy airtankers and helicopters utilized in suppression of forest fires.

Operations Manager: 953-3473, Prince Albert

Operations

Involves the purchase, maintenance and storage of fire fighting tools.

Operations Manager: 953-3473, Prince Albert

Training

Provides for the delivery of forest fire suppression training to department staff and emergency fire fighters.

Head of Training: 953-3473, Prince Albert

Technical Services

Involves the operation and maintenance of equipment used in obtaining, compiling and disseminating weather information and lightning occurrence.

Head of Technical Services: 953-3473, Prince Albert

Echo Valley Conference Centre (Fort Qu'Appelle)

Provides accommodations, conference areas and food services for various functions.

Phone: 332-5787, Fort Qu'Appelle or
787-8440. Regina Region

SUPPORT SERVICES DIVISION

DIVISION HEAD: Dick Bailey
Assistant Deputy Minister
787-2380

INCLUDES:

- Contract Services Branch
- Management Services Branch
- Human Resources Branch
- Communication Services Branch

CONTRACT SERVICES BRANCH

The role of Contract Services is to provide professional technical services, capital project and program management expertise, and implement privatization initiatives to enable the department to maximize the benefits from these programs.

Director: 787-3861

Commercial Lease Program

Provides the mechanism for private sector operation of commercial businesses throughout the park system. Activities include co-ordination of commercial lease administration, negotiation of new lease agreements and revision of existing agreements.

Lease Program Co-ordinator: 787-1285

Equipment Rental

Provides equipment to regions/branches on a rental basis for park operations, road maintenance, forest fire fighting or resource protection.

Administration Officer: 787-9039

Private Investment Program

Enables and encourages the private sector to invest in the park system through the development and operation of commercial facilities. Projects fall into two basic categories. Those new to a specific location and replacements or substantial improvements to existing commercial facilities.

Manager, Commercial and Maintenance Services: 787-2948

Radio Communications

Provides VHF radio communication to all regions and branches of the department, and HF radio communication to northern resident subscribers as a service to SaskTel. Activities include provision of towers, repeaters, mobiles, design of networks and maintenance of equipment.

Manager, Radio Communications: 953-3650, Prince Albert

Capital Budget Co-ordination

Co-ordinates the annual capital budget programs for the department. Activities include: co-ordination of the capital planning process, preparation of requirements reports and project funding allocation, and liaison with contractors, consultants, planners, architects and SPRR staff.

Manager, Construction Services: 787-2325

Drafting Services

Provides drafting services for all regions/branches of the department. Activities include drafting plans for water, sewer, buildings, landscaping design, park brochures, etc. Maintain the Facilities Standards Manual and a file of aerial photographs and plans for capital projects and facilities in parks.

Drafting Supervisor: 787-2853

Engineering and Design Services

Provide professional engineering services and design plans, specifications and cost estimates for buildings, services and other capital projects; review and approve construction designs prepared by consultants; administer contracts for project design and construction engineering for major capital projects. Implementation of a new sign policy and program for department facilities. Co-ordinate the licensing of sewer and water facilities.

Engineer: 787-2842

Highway Tourist Facility Program

Provides capital and maintenance dollars from the Department of Highways and Transportation for roads within provincial parks. Construction Services co-ordinates requirements and develops estimates. Program is delivered by Highways in conjunction with Saskatchewan Parks and Renewable Resources regions.

Manager, Construction Services: 787-2325

Project Requirements and Management

Prepare requirement reports for major capital projects and manage the construction of the projects from design to completion of construction. Co-ordinate department input to capital projects managed by SPMC and the New Careers Corporation.

Project Co-ordinator: 787-2932

Well Program

Provide and monitor the use and quality of potable water supplies to department facilities and provide maintenance on existing water supplies.

Water Development Technician: 787-2483

Contract Administration

Responsible for department policy and procedures on contract administration and provides advice to department staff relative to policy/procedures. Assistance is provided to program managers to ensure establishment of and compliance with standards through concentration on staff training, contract development and improved communication with contractors. An inventory of all departmental contracts is maintained.

Manager, Contract Administration: 787-2323

MANAGEMENT SERVICES BRANCH

Management Services is responsible for corporate planning, accounting and payroll, budget preparation and analysis, information systems, financial audits and property management.

Director: 787-8445

Corporate Planning

Co-ordinates and manages the department's strategic planning process, and the development of all briefing books and motions for return. The section also undertakes projects for senior management in selected areas.

Manager: 787-1283

Budget Development and Control

Co-ordinates budget preparation, fiscal forecasting for the department and liaises with Department of Finance on budget and financial management issues.

Manager: 787-1203

Accounts/Payroll

Processes expenditures and payrolls, collects revenues, provides grants administration, accounting services and financial statements for the Commercial Revolving Fund and the Resource Protection Development Revolving Fund.

Manager: 787-5764

Property Management

Co-ordinates purchasing, warehouse/office/supplies/equipment, distributes publications for the department and Tourism Saskatchewan, co-ordinates printing services, operates key edit and microfilming unites, provides mail services, co-ordinates the CVA fleet, provides inventory control and office space management.

Manager: 787-2915

Systems

Co-ordinates the acquisition of automated systems, evaluates automated and manual systems and recommends and implements changes to these systems, delivers training in systems, provides support to line manager on systems including maintenance and documentation and implements the department's Informatics plan.

Manager: 787-0251

Audit

Performs internal financial audits on regions, districts, provincial parks, recreation sites and branches. External audits are performed on regional parks, companies in the wood-using industries and selected resource companies. Co-ordinates the tendering for audit services on commercial leases.

Manager: 953-2359, Prince Albert

Management Services (North)

Directs the Management Services-driven programs for Forestry Branch. Provides an accounting service for the Resource Protection and Development Revolving Fund which includes processing expenditures, collecting revenue and preparing monthly financial statements. Provides property management and computer services for all northern branches and regions.

Manager: 953-2333, Prince Albert

HUMAN RESOURCES BRANCH

The Human Resources Branch provides personnel management services to all employees of Parks and Renewable Resources in the areas of staffing, classification, staff development, employee relations, occupational health and safety and employee benefits.

Director: 787-2858
Public Inquiry: 787-9177

Personnel Advisory Services

Provides direction, interpretation and advice to department employees on matters relating to staffing, classification, discipline, grievance resolution, contract interpretation, long service recognition, employment fairness and benefits administration (e.g. pension, dental, group life).

Contacts:

Manager, Personnel Services	Executive Administration	787-8449
Personnel Advisor	Management Services, Contract Services and Communications Services Branches	787-3057
Personnel Advisor	Operations Division	787-3056
Personnel Advisor	Programs Division	787-2861

Staff Development

Identifies staff development needs; designs, delivers and co-ordinates staff development programming, including "Coaching for Results" (MHP); supervisory skills, occupational health and safety, PSC courses, etc.

Manager, Staff Development: 787-2336
Training Advisor: 787-9161
Training Assistant: 787-2937

Occupational Health and Safety

Identifies, develops and implements programs to reduce on-the-job accidents and injuries and eliminate workplace hazards; maintains records and reports on the department's accident/injury experience and provides relevant training.

Occupational Health & Safety Co-ordinator: 787-2890

Employment Fairness

Develops and co-ordinates programs including a department employment fairness committee directed at increasing the representation of women, native and disabled persons throughout all occupational groups.

Personnel Advisor: 787-8449

Employee Innovation and Recognition

Oversees the ongoing implementation of the department's employee innovation and recognition program including the Deputy Minister's award.

Training Advisor: 787-9161

Summer Student Staffing

Co-ordinates the department-wide recruiting and hiring of summer students.

Personnel Advisor: 787-2861

Employee Records/Benefits

Maintains labor and classified service employee records and benefits.

Office Manager: 787-9375
Labor Service Records: 787-2939
Classified Service Records: 787-7858

COMMUNICATION SERVICES BRANCH

The role of the Communication Services Branch is to develop communications and public relations programs that foster internal and external awareness, understanding and support of department programs, policies and procedures. In addition, the branch assists client groups in meeting their communication needs.

Director: 787-2322

Information Officers:

Communications:	787-0411
Fisheries:	787-2941
Forestry:	953-2459, Prince Albert
Northern Field Services:	953-2691, Prince Albert
Parks:	787-7621
Resource Lands:	787-0411
Wildlife:	787-3019

Inquiry Line

Responds to public inquiries about department programs.
Inquiry Line: 787-2700

In summer, responds to inquiries about provincial parks.
Call: 1-800-66P-ARKS (1-800-667-2757)

Resource Centre/Library Services

Services in the Library include search and retrieval, inter-library loans, collection development and cataloguing of resource materials. The library is the authorized purchasing agent for all books.

Librarian: 787-9452, 787-5753 or 787-5715

Subscriptions for Branch or Regional Use

If you are ordering journals or magazine subscriptions, please contact:

Linda Franke: 787-0412

Photographic Services

Communications Branch has a standing order and funds allotted for film developing, reproduction, framing, etc. The standing order is restricted to department-related work and should be co-ordinated through your assigned Information Officer. Branches and regions may wish to use this services instead of their own funds.

Contact: 787-2694

Slide/Photograph Library

Communications Branch has an inventory of slides and photographs for department use. If you wish to borrow slides, contact:

Slide Librarian: 787-2700

Dispatch

Dispatch is a Saskatchewan Parks and Renewable Resources employee newsletter. Published quarterly, it is also distributed to retired employees, information directors of government departments and through special requests.

Editor: 787-2306

Communique'

Communique' is a regular news bulletin to keep department employees updated on what's going on as it happens, and what to expect in the weeks ahead. The news bulletin is usually published during the months Dispatch is in production.

Editor: 787-2306

Promotion

Develops cost-effective and meaningful multi-media campaigns and projects including elements such as research, evaluation, advertising, publications, special events or public relations activities.

Contact: Branch Information Officer or 787-2927

Advertising

Plans and implements advertising campaigns, public notices and tenders using radio, television and newspaper mediums.

Contact: Branch Information Officer or 787-2927

Writing and Editing

Researches and prepares written materials such as speeches, news releases, feature articles, technical reports, publications, etc.

Contact: Branch Information Officer or 787-2927

Publication Design and Print Production

Provides creative design services in the preparation of visual materials and manages print production. All department publications must adhere to Visual Identity program guidelines.

Supervisor of Production: 787-2694

Display

Develops and produces signs, billboards and exhibits for placement throughout Saskatchewan.

Contact: Branch Information Officer or 787-2927

Audio-visual

Develops and produces audio-visual materials such as videos, public service announcements and slide-tape presentations for department staff use.

Contact: Branch Information Officer or 787-2927

Publication Distribution and Inventory

Maintains an inventory of all department publications and supervises their distribution.

Inquiry Line: 787-2700

Wildlife Art Program

The program promotes Saskatchewan wildlife artists, recognizes efforts of wildlife conservation agencies and increases awareness and appreciation of wildlife in the province. After judging, artwork is exhibited. The winning entry is featured in the department's Saskatchewan Hunting and Trapping Guide and is reproduced for sale by the Saskatchewan Wildlife Federation.

Manager: 787-2927